United Nations A/CONF.219/INF/1

Fourth United Nations Conference on the Least Developed Countries

Istanbul, Turkey
9-13 May 2011

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Information for participants

Note by the Secretariat

I. Background

1. The General Assembly, in its resolution 63/227 of 19 December 2008, decided to convene the Fourth United Nations Conference on the Least Developed Countries with the following mandate:

(a) To undertake a comprehensive appraisal of the implementation of the Programme of Action by the least developed countries and their development partners, share best practices and lessons learned, and identify obstacles and constraints encountered as well as actions and initiatives needed to overcome them;

(b) To identify effective international and domestic policies in the light of the outcome of the appraisal as well as new and emerging challenges and opportunities and the means to address them;

(c) To reaffirm the global commitment to addressing the special needs of the least developed countries made at the major United Nations conferences and summits, including the Millennium Summit and the 2005 World Summit, in particular the needs related to sustainable development in its economic, social and environmental dimensions, and to support the least developed countries in eradicating poverty and integrating beneficially into the global economy;

(d) To mobilize additional international support measures and action in favour of the least developed countries, and, in this regard, to formulate and adopt renewed partnership between the least developed countries and their development partners.

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II. Date and venue of the Conference

2. The Fourth United Nations Conference on the Least Developed Countries will be held from 9 to 13 May 2011, in Istanbul, Turkey. It has been agreed in consultation with the Government of the Republic of Turkey that the Conference will take place in a compound consisting of the Lutfi Kirdar Convention and Exhibition Centre, the Istanbul Congress Centre, the Harbiye Cultural Centre and the Hilton Congress and Convention Center.

Lutfi Kirdar Convention and Exhibition Centre
Address: 34267 Harbiye
Istanbul, Turkey
Website: http://www.icec.org/
Tel.: 90 212 373 1100
Fax: 90 212 224 0878

Istanbul Congress Centre
Address: 34267 Harbiye
Istanbul, Turkey

Harbiye Military Museum and Cultural Centre
Address: Cumhuriyet Caddesi (Cumhuriyet Avenue) 34267 Harbiye
Istanbul, Turkey
Website: http://www.tsk.tr/muze_internet/askeri_muze.htm (in Turkish only)
Tel.: 90 212 233 2720
Fax: 90 212 296 8618

Hilton Convention and Exhibition Center
Address: Cumhuriyet Caddesi (Cumhuriyet Avenue) 34267 Harbiye
Istanbul, Turkey
Website: http://www1.hilton.com/en_US/hi/hotel/ISTHITW-Hilton-Istanbul/index.do
Tel.: 90 212 315 6000
Fax: 90 212 240 4165

III. Secretariat of the Conference

3. In its resolution 65/171, the General Assembly welcomed the appointment, by the Secretary-General, of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States as the Secretary-General of the Fourth United Nations Conference on the Least Developed Countries.

4. The Under-Secretary-General for General Assembly and Conference Management will serve as the Secretary of the Conference, and the Director of the General Assembly and Economic and Social Council Affairs Division of the Department for General Assembly and Conference Management will serve as the Deputy Secretary of the Conference.

IV. Opening of the Conference and seating arrangements

5. The inaugural ceremony of the Conference is tentatively scheduled to take place on Monday, 9 May 2011, at 9 a.m. and will be held in the Anadolu Auditorium. Delegations are requested to be in their seats by 8.45 a.m. For the opening, each Government will be assigned four seats, two at the table and two adviser seats. Specifically identified seating will be available for other participants in the Conference.

6. The Committee of the Whole will start in Conference room Rumeli A in the afternoon of 9 May 2011. Overflow rooms with webcast and live cast will be made available for the opening of the Conference. In the Committee rooms, each Member State will have one seat at the table.

7. Delegations will be seated in English alphabetical order.

V. Agenda and programme of work

8. The substantive agenda items to be considered by the Conference will be approved at the second session of the Intergovernmental Preparatory Committee for the Fourth United Nations Conference on the Least Developed Countries (see A/CONF.219/IPC/7).

9. The programme of meetings will be printed in the daily *Journal of the United Nations*, giving details on daily activities and information such as titles, times and locations of meetings, agenda items to be considered and relevant documentation.

10. In addition to the discussions in the plenary and the Committee of the Whole, the Conference will feature high-level interactive thematic debates and special events, as well as events under the private sector and civil society tracks of the Conference and a Parliamentarian Forum.

VI. Requests for meetings

11. Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groupings of Member States, as well as informal meetings and bilateral meetings. Requests should be sent by e-mail to emeetsm@un.org (specifying the type of meeting in the subject line) or by contacting the Meetings Servicing Unit located in the lower level of Rumeli Hall.

Bilateral meetings

12. For bilateral meetings among Member States at the Head of State or Government or ministerial level, eight small temporary booths, each with a capacity to hold a maximum of six participants, will be available in conference room Domabache C of the Lutfi Kirdar Centre from 9 to 13 May 2011.

Reservations

13. Requests for meeting facilities in the form annexed to the note should be sent by e-mail to emeetsm@un.org or by contacting the Meetings Servicing Unit located

in the lower level of Rumeli Hall. Confirmation of all booth assignments will be made the day before the meeting at the latest.

14. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations. It is essential that all requests specify the date and time of each meeting, and include the name of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

VII. Interpretation

15. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary and the Committee of the Whole will be interpreted in the official languages. English and French interpretation will be provided for the interactive high-level dialogues and for press conferences. The Host Government will provide interpretation services in Turkish for the general debate. The extension of meetings beyond their normal duration, or the provision of interpretation services to regional and other major groups of Member States and bilateral meetings will be arranged according to the availability of interpretation services.

16. Statements made in any of the six official languages of the Conference will be interpreted into the other official languages. Any representative may, in accordance with rule 53 of the draft provisional rules of procedure of the Conference (see A/CONF.219/IPC/L.2), make a statement in a language other than the six official languages. In that case, the representative must provide either interpretation services or a written text of the statement in one of the official languages. The interpreted version of the statement or the written text submitted in one of the official languages will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

VIII. Distribution of written statements

17. Delegations wishing to have their statements distributed to the meeting participants are requested to deliver 350 copies to the meetings services assistants located at the documents distribution counter outside Anadolu Auditorium prior to the start of the meeting at which the statement is being delivered. Delegations who wish to have written statements distributed to the media are requested to deliver 300 copies to the media documents counter located in the basement of Rumeli Hall. Participants are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

18. Delegations who wish to have statements posted on the Internet (www.un.org/webcast) are requested to provide, in advance, an electronic copy of their statement, in any of the official languages, on CD-ROM to the United Nations webcast room located in the basement of Rumeli Hall or by e-mail to: webcast@un.org.

IX. Documentation

19. The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish. The main documents counter for delegations will be located outside Anadolu Auditorium. Each delegation will be assigned an individual box in which copies of all official documents issued during the Conference will be placed. Delegations are reminded that the document boxes are exclusively for the distribution of official documents of the Conference and may not be used for circulation of any other papers or documents. For the convenience of participants, a documents counter will also be located at the entrance of Rumeli Hall.

20. Each delegation is requested to advise the meetings services assistants at the documents counter at the earliest opportunity of its daily requirements regarding the number of copies of each document it wishes to receive during the Conference and the language desired. The quantity requested should be sufficient to cover all requirements since it will not be possible to provide complete sets of documents after the Conference.

X. Participation in the Conference

21. The following participants may attend or be represented at the Conference:

(a) Representatives of States Members of the United Nations;

(b) Representatives of the Government of the Republic of Turkey as host of the Conference;

(c) Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers;

(d) Representatives of the specialized and related agencies;

(e) Representatives of intergovernmental organizations in consultative status with the United Nations and the Office of the High Representative for Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (OHRLLS);

(f) Representatives of interested United Nations organs;

(g) Representatives of non-governmental organizations in consultative status with the Economic and Social Council and OHRLLS;

(h) Representatives of other intergovernmental organizations specially invited by the Secretary-General of the Conference;

(i) Representatives of non-governmental organizations approved and invited by the Preparatory Committee to attend the Conference;

(j) Other persons invited by the Secretary-General of the Conference.

22. There is no registration fee to participate in the Conference. All costs of participation will be the responsibility of participants. However, special arrangements will be made to provide financial assistance to facilitate the

participation of Government, parliament, civil society, private sector and media representatives from each of the least developed countries.

XI. Access and accreditation of delegates

Access to the conference site and conference rooms for delegates

23. Access to the conference site and conference rooms will be granted upon presentation of a valid United Nations conference pass or a VIP pass issued by the United Nations. Delegates holding a conference pass are subject to screening at the main entrance of the Lutfi Kirdar Convention and Exhibition Centre. VIP pass holders (VIP group) including Heads of State or Government, Vice-Presidents, Crown Princes and cabinet ministers, as well as their spouses, will be exempt from screening. To obtain a conference pass or a VIP pass, the accreditation procedure specified herein must be fully respected.

Accreditation of delegates (request for a conference pass)

24. The issuance of conference passes and VIP passes will be carried out on the basis of:

(a) an official communication to the United Nations Protocol and Liaison Service providing an authorized list of members of a delegation (with names and functional titles) who are in need of a conference pass;

(b) individual accreditation forms (SG.6-LDC/2011) for all delegates, including members of the VIP group;

(c) passport-size colour photographs of all listed members of delegation, including cabinet ministers. All photographs must be recent or at least taken not more than six months prior to the Conference. If sent by e-mail, all photographs must be in jpeg format. Photographs are not required for Heads of State/ Government and their spouses.

25. All three requirements indicated above must be met and submitted in one whole package to the office of the Protocol and Liaison Service in New York or via e-mail to protocolconference@un.org and a copy to the Turkish Ministry of Foreign Affairs at ldc4-accreditation@mfa.gov.tr. For easy tracking, please put in the subject line the name of the country, entity or organization only. The individual accreditation form (SG.6-LDC/2011) (see annex III) is available in the office of the United Nations Protocol and Liaison Service in New York, Room NL-2058, and also at http://www.un.int/protocol.

26. The accreditation of security details of the VIP group and media personnel is not handled by the Protocol and Liaison Service.

27. Permanent/observer missions and liaison offices are urged to advise and coordinate with their embassies and consulates general in the Republic of Turkey on the proper accreditation procedure in order to avoid dual accreditation and confusion.

Pre-accreditation (through 27 April 2011 in New York)

28. In order to expedite the accreditation process, permanent/observer missions and liaison offices are urged to submit their accreditation requests (see para. 24 above) to the Protocol and Liaison Service in New York for all delegates who will participate in the Conference. Pre-accreditation will be accepted for processing at the Protocol and Liaison Service in New York until 27 April 2011.

29. After review and approval by the Protocol Accreditation Unit, conference passes will be issued by the United Nations Pass and ID Unit and made available for pick-up at the Accreditation Centre in Istanbul by representatives of the missions or embassies/consulates general. Valid and current identification, e.g., United Nations grounds pass or embassy identification, is necessary for pick-up.

30. From 28 April 2011 onwards, all accreditation requests must be submitted to the United Nations Protocol Accreditation Unit in Istanbul by fax at 90 212 296 3666 or e-mail at protocolconference@un.org, copying the Turkish Ministry of Foreign Affairs at ldc4-accreditation@mfa.gov.tr. This e-mail account will accept only accreditation requests.

31. In order to avoid unnecessary delays, delegates must submit all three requirements (see para. 24 above). Failure to submit photographs and completed accreditation forms will result in delegates having to line up to be photographed at the Accreditation Centre.

32. Permanent/observer missions and liaison offices are strongly advised to make use of the pre-accreditation option in order to simplify the process and to avoid inconvenience to delegates.

On-site accreditation (starting 4 May 2011 in Istanbul)

33. The on-site accreditation of delegates of Member States/Observers, intergovernmental organizations and specialized agencies will be processed in Istanbul starting from Wednesday, 4 May 2011, by the Protocol Accreditation Unit at the Accreditation Centre located near the Lutfi Kirdar Convention and Exhibition Centre at the following address:

Harbiye Cultural Centre Askeri Müze ve Kültür Sitesi
Valikonağı Cad.
Harbiye — Şişli — Istanbul

34. Accreditation requests received by e-mail, fax or hand-delivery in Istanbul will be processed the same way as referred to in paragraph 29 above.

35. Walk-in delegates will be required to present an official communication containing an authorized list of the delegation or a letter of credentials, together with a duly completed accreditation form (SG.6-LDC/2011). Upon review and approval by the Protocol Accreditation Unit, these delegates/observers may proceed with the authorized accreditation slips to the United Nations Pass and ID Unit within the Accreditation Centre to have their photographs taken and conference passes processed and issued.

36. Members of security details of the VIP group participating in the Conference will be accredited and issued appropriate conference passes by the United Nations Security and Safety Service.

37. Office hours for the Protocol Accreditation Unit in Istanbul will be:

4-6 May	9 a.m.-5 p.m.
7-8 May	8 a.m.-8 p.m.
9 May	7 a.m.-7 p.m.
10 May	8 a.m.-6 p.m.
11-12 May	9 a.m.-5 p.m.
13 May	9 a.m.-2 p.m.

XII. Advance delegations

38. Permanent/observer missions are advised that visits by advance delegations of the VIP group will be accommodated during the period of 5 to 7 May 2011. To make arrangements for such visits, missions are requested to contact the Turkish Ministry of Foreign Affairs.

XIII. Credentials

39. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States, who is the Secretary-General of the Conference, if possible not less than two weeks before the date fixed for the opening of the Conference. Any later change in the composition of delegations shall also be submitted to the Secretary-General of the Conference. All credentials should also be copied to the Protocol and Liaison Service in New York (fax: 1 212 963 1921) before 27 April 2011 and to the Protocol Accreditation Unit in Istanbul (fax: 90 212 296 3666) from 28 April 2011. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of the European Union, by the President of the European Council or the President of the European Commission.

XIV. Access and accreditation of participants of the parliamentarian, civil society and private sector tracks

Parliamentary track

40. Member States are invited to include the members of Parliaments as part of their national delegations. In that case, the same registration and accreditation modalities as detailed under paragraphs 23 to 37 (access and accreditation to delegates) will apply.

41. For more information please contact:

Ms. Gladys Mutangadura
1 United Nations Plaza, DC1-1214
New York, NY 10017
Tel.: 1 212 963 3316
E-mail: mutangadura@un.org

Civil society track

42. Representatives from civil society organizations wishing to attend the Conference are invited to register with the United Nations Non-Governmental Liaison Service. Completion of the accreditation form is necessary for those organizations that wish to be accredited to participate in the Conference. The necessary form can be found at the following website: http://www.un-ngls.org.

43. Participants are responsible for visa and other necessary arrangements required for entry into the country where the Conference will take place. Participants are responsible for their own travel and accommodation arrangements.

44. For more information please contact:

Ms. Yiying Wang
Civil society consultant
Office of the High Representative for Least Developed Countries, Landlocked Developing Countries and Small Island Developing States
New York, NY 10017
Tel.: 1 212 963 1232
E-mail: wang54@un.org

Private sector track

45. The United Nations Global Compact Office is coordinating the organization of the private sector track events in collaboration with OHRLLS.

46. Business representatives interested in participating in the high-level meeting on investment and partnerships and/or in the Global Business Partnership Forum may contact the United Nations Global Compact Office directly through their website: http://www.unglobalcompact.org/NewsAndEvents/LDC_IV.html.

47. For more information please contact:

Ms. Laura Nielsen
Global Compact
DC2-612, 2 UN Plaza
New York, NY 10017
Tel.: 1 917 367 9501
E-mail: ldc@unglobalcompact.org

XV. Access and accreditation of media and press

48. Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization (full guidelines are available at http://www.un.org/en/media/accreditation/request.shtml). Accreditation will be granted upon presentation of the following documents:

(a) Letter of assignment on official letterhead of a media organization signed by the publisher or editor-in-chief indicating the name and duration of assignment of the journalist. The letter should be addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, United Nations Secretariat, Department of Public

Information. It can be sent by fax to 1 212 963 4642 or as a scanned document in jpeg or pdf format to malu@un.org;

(b) Completed online accreditation form.

49. The deadline for media accreditation is Wednesday, 27 April 2011.

50. **Double accreditation**. No double accreditation is allowed (e.g., as press and delegate, or as press and non-governmental organization).

51. For more information please contact:

Isabelle Broyer
Chief
Media Accreditation and Liaison Unit
United Nations Secretariat
Department of Public Information
Room L-248 C
New York, NY 10017
Tel.: 1 212 963 6937

XVI. List of participants

52. The United Nations Protocol Office in Istanbul will publish a list of participants to the Conference. Permanent/observer missions, intergovernmental organizations and specialized agencies are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (fax: 1 212 963 1921) before 27 April 2011 and to the Protocol Accreditation Unit in Istanbul (fax: 90 212 296 3666) from 28 April 2011. If a comprehensive list is not received before 6 May 2011, the Protocol Office in Istanbul will use the information contained in the accreditation request received.

XVII. Visa requirements

53. A visa for entry into the Republic of Turkey may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from Turkish diplomatic or consular missions in their home countries. A list of the Turkish diplomatic and consular missions can be obtained at http://www.mfa.gov.tr/turkish-representations.en.mfa.

54. Where a visa is required, applicants are strongly advised to apply as early as possible. In this view, applicants should forward their identity information, photocopies of the relevant pages of their passports and invitation letter in duplicate. All visas for participants referred to under paragraph 21 of the present document will be free of charge.

55. The Turkish authorities will do their utmost to facilitate access procedures for all participants.

XVIII. Visa on arrival

56. Special visa-on-arrival arrangements will be made for the accredited participants from countries where no Turkish mission exists. The details on such arrangements will be provided by the Host Country authorities.

XIX. Arrival in Istanbul

57. To facilitate the reception of delegations on arrival and departure, a Reception and Information Desk will be set up at Atatürk International Airport. VVIP and VIP facilities will be available for dignitaries. The date of arrival and flight number of Heads of State or Government and heads of delegations should be communicated directly to the United Nations Protocol and Liaison Service.

58. A number of specific passport control booths will be set up for the participants of the Conference.

59. The travel time between Atatürk International Airport and the conference premises is approximately 45 to 60 minutes in non-peak-hour traffic by car.

60. Shuttle, subway and taxi services with affordable rates are available for access to the city centre from Atatürk International Airport.

XX. Local transportation

61. The public transport network (subway, bus and tram) of Istanbul can be used by all participants of the Conference free of charge. Taxi service is always available with affordable rates. Private cars and vans (with or without drivers), as well as buses, can be hired on a commercial basis.

XXI. Car parking

62. Limited parking grounds of the conference premises are allocated for the motorcades of the VVIPs and VIPs.

XXII. Health requirements

63. There is no particular need for participants to take specific health precautions.

XXIII. Climate and clothing

64. The weather in May in the Republic of Turkey is normally mild with occasional showers. Medium-weight clothing will therefore be sufficient.

XXIV. Voltage

65. The Republic of Turkey operates on 220 volts, 50 hertz, with round-prong European-style plugs that fit into recessed wall sockets/points. Travellers with

computers, shavers, tape recorders and other appliances should carry a plug adapter kit.

XXV. Personal effects and other articles

66. Participants may bring all personal effects without paying customs duties.

67. Details on customs procedures on the importation and exportation of certain goods (e.g., tobacco and alcoholic beverages) can be found on the website: http://turkey.visahq.com/customs/.

XXVI. Currency

68. The monetary unit is the Turkish lira (YTL), made up of 100 kuruş. Notes are issued in denominations of 1, 5, 10, 20, 50, 100 and 200 liras, and coins in 5, 10, 25, 50 and 100 kuruş. One United States dollar is equivalent to approximately 1.60 liras.

69. Travellers' cheques, credit cards and foreign currency notes of all major currencies are accepted. Banking facilities will be available in the conference premises.

XXVII. Hotel accommodation

70. Istanbul has a full range of hotels of different categories. A list of hotels recommended by the Host Country is attached in annex I.

71. Embassies accredited to the Government of Turkey may also have specific accommodation arrangements with designated hotels.

XXVIII. Conference premises

72. The Conference will take place in a combined complex consisting of the Lutfi Kirdar Convention and Exhibition Centre, the Istanbul Congress Centre, the Harbiye Cultural Centre and the Hilton Congress and Convention Center, which are all adjacent to one another.

Intergovernmental track

73. The conference premises of the Lutfi Kirdar Convention and Exhibition Centre will be the main venue for the intergovernmental track of the Conference. All plenary meetings will be held in Anadolu Auditorium. Meetings of the Committee of the Whole and the high-level interactive thematic debates will be held on the Rumeli upper level. Medium- and small-sized rooms will be available for meetings of regional and other major groupings of Member States, informal meetings and special events. A fully equipped press conference room and a cybercafé will also be available.

Civil society track

74. The civil society organizations forum will be held from 7 to 13 May 2011, in the Istanbul Congress Centre.

75. More details about the civil society organizations forum and matters related to the civil society organizations can be obtained from Mr. Ricardo Dunn, tel.: 1 917 367 6006, fax: 1 212 963 0419, e-mail: dunn@un.org. Information can also be obtained from the United Nations Non-Governmental Liaison Service, Mr. Zachary Bleicher, tel.: 1 212 963 3117, e-mail: bleicher@un.org.

Parliamentarian track

76. The parliamentary forum will be held at the Lutfi Kirdar Convention and Exhibition Centre on 8 May 2011.

77. More details about the parliamentary forum and other parliamentary-related matters can be obtained from Ms. Gladys Mutangadura, tel.: 1 212 963 3316, fax: 1 917 367 3415, e-mail: mutangadura@un.org.

Private sector track

78. The Global Business Partnership Forum for Least Developed Countries' Development and the Trade Fair, organized as part of the private sector track of the Conference, will be held at the Istanbul Congress Centre from 10 to 13 May 2011.

79. The high-level meeting on investment and partnerships of the private sector track will be held at the Lutfi Kirdar Convention and Exhibition Centre on 9 May 2011.

80. More details about the private sector track of the Conference can be obtained from Ms. Sarah Mueller, tel.: 1 917 367 2781, fax: 1 212 963 0419, e-mail: muellers@un.org.

81. Information pertaining to registration for the private sector track events of the Conference can also be obtained from Ms. Laura Nielsen, tel.: 1 917 367 9501, e-mail: nielsen1@un.org.

Media centre

82. A media centre is available for the exclusive use of accredited correspondents and is located in the Hilton Convention and Exhibition Center. The media centre will be equipped with appropriate electrical power outlets for personal laptop computers, typewriters, telephones, fax facilities, closed-circuit television and a press documentation counter. Press rooms will also be made available. Accredited media correspondents will also have allocated seating in meeting rooms during public sessions.

XXIX. Postal, telephone and Internet services

83. Wireless Internet access is available throughout the Lutfi Kirdar Convention and Exhibition Centre, the Istanbul Congress Centre and the Harbiye Cultural Centre, and will be open and free. There will be a delegates' lounge with a limited

number of computers available with access to the Internet. There will also be a cybercafe with a limited number of computers with Internet access.

84. A post office service will be available at the Lutfi Kirdar Convention and Exhibition Centre for postal and related services. Sufficient telephones operated by both card and cash will be available on site. These services will be for each delegate's own account.

XXX. First aid and health services

85. An on-site service will provide all first aid facilities at the conference complex. Ambulance services will be on site should transfer to the local hospital be required. All costs incurred at hospitals or for other medical care will be at each delegate's own expense.

XXXI. Lost property

86. Enquiries regarding lost property should be addressed to the Security Desk within the Lutfi Kirdar Convention and Exhibition Centre.

XXXII. Travel services

87. Offices of the tourist and air travel agencies located within the Lutfi Kirdar Convention and Exhibition Centre will assist delegations in making arrangements for local and international travel, and also for tours in Turkey.

XXIII. Conference programme

88. The programme of meetings for the Conference will be announced in the *United Nations Journal* and issued in English and French on a daily basis. Announcements of other events at other locations will be issued during the Conference and made available at each of the meeting locations.

XXXIV. The Ministry of Foreign Affairs of the Republic of Turkey and of the Protocol and Liaison Service of the United Nations

89. The dates of arrival and departure and flight numbers of Heads of State or Government and heads of delegations should be communicated directly to the General Directorate for Protocol V, Ministry of Foreign Affairs and the General Coordination for Administrative and Logistic Arrangements, Government of the Republic of Turkey, and to the Protocol and Liaison Service of the United Nations. This information should be forwarded as soon as possible to:

Ministry of Foreign Affairs of the Republic of Turkey
General Directorate for Protocol
06100 Balgat
Ankara, Turkey
Tel: 90 312 292 1193 and 90 312 292 1194
Fax: 90 312 292 2736 and 90 312 292 2737

General Coordination for Administrative and Logistic Arrangements
Harbiye Cultural Centre
34267 Harbiye
Istanbul, Turkey
Tel: 90 212 296 3670
Fax: 90 212 296 3650

[Now through 27 April 2011]

United Nations Protocol and Liaison Service
North Lawn Building, NL-2058
New York, NY 10017
Tel: 1 212 963 7171
Fax: 1 212 963 1921

[As of 28 April 2011]

United Nations Protocol Accreditation Unit (LDC IV)
Harbiye Cultural Centre
34267 Harbiye
Istanbul, Turkey
Tel: 90 212 296 3665
Fax: 90 212 296 3666

XXXV. Host committee

90. The Government of the Republic of Turkey has established a Conference Committee that is responsible, in consultation with the Secretary-General of the Conference, for all the arrangements required for the functioning of the Conference.

XXXVI. Conference officials

91. Following is a list of officials of the Conference:

Host Country Conference Committee

Overall coordination

Ambassador Mehmet Gücük
Deputy Undersecretary for Economic Affairs
Ministry of Foreign Affairs
Ankara, Turkey
Telephone: 90 312 292 1190
Fax: 90 312 287 1646
E-mail: mgucuk@mfa.gov.tr

Ambassador Mithat Rende
Director General for Multilateral Economic Affairs, Energy and Environment
Telephone: 90 312 292 1559
Fax: 90 312 292 2785
E-mail: mrende@mfa.gov.tr

Mrs. Naciye Gökçen Kaya
Head of Department, Multilateral Economic Affairs
Telephone: 90 312 292 1613
Fax: 90 312 292 2785
E-mail: gkaya@mfa.gov.tr

Mr. Renan Şekeroğlu
Head of Department, Multilateral Economic Affairs
Telephone: 90 312 292 1618
Fax: 90 312 292 2785
E-mail: rsekeroğlu@mfa.gov.tr

General Coordination for Administrative and Logistic Arrangements

Ambassador Ercan Özer
General Coordinator for Administrative and Logistic Arrangements
Fax: 90 212 296 9640
E-mail: ercan.ozer@mfa.gov.tr

Administrative and logistic arrangements (general contacts)
Telephone: 90 212 296 3670
Fax: 90 212 296 3650
E-mail: ldc4@mfa.gov.tr (general e-mail)
ldc4-accreditation@mfa.gov.tr (accreditation)
ldc4-protocol@mfa.gov.tr (protocol)

Mr. Erkan Özoral
Deputy General Coordinator for Administrative and Logistic Arrangements
Telephone: 90 212 296 3621
Cell: 90 533 966 6087
Fax: 90 212 296 3641
E-mail: erkan.ozoral@mfa.gov.tr

Mr. Murat M. Onart
Deputy General Coordinator for Administrative and Logistic Arrangements
Telephone: 90 212 296 3620
Cell: 90 533 966 6088
Fax: 90 212 296 3641
E-mail: monart@mfa.gov.tr

Ms. Arzu Erçelik
Coordinator (general affairs)
Telephone: 90 212 296 3670
Fax: 90 212 296 3650
E-mail: arzu.ercelik@mfa.gov.tr

Mr. Emre Manav
Coordinator (security)
Telephone: 90 212 296 3670
Fax: 90 212 296 3650
E-mail: emanav@mfa.gov.tr

Mr. Mehmet Tatar (press and information)
Telephone: 90 212 296 3670
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92. Information on the Conference can be accessed through the Internet at: https://www.un.org/wcm/content/site/ldc/home.

Annex I

List of recommended hotels

#	HOTEL	LOCATION	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1	CONRAD HOTEL	BEŞIKTAŞ	5	10 minutes	Serkan Yalçınkaya	[illegible]	pls contact the hotel
2	CROWNE PLAZA HARBIYE	TAKSIM	5	3 minutes	B. [illegible]nak Schmorik	[illegible]	210.-€ - 1150.-€
3	ÇINAR HOTEL	AIRPORT	5	45 minutes	Yasemin Yücel	[illegible]	160.-€ - 900.-€
4	DOUBLETREE HILTON (ASIAN SIDE)	MODA	5	45 minutes	Ilke Bilgeoru	[illegible]	270.-€ - 1370.-€
5	HILTON ISTANBUL	TAKSIM	5	located near to the conference center	Serkan Yalçınkaya	[illegible]	pls contact the hotel
6	HOLIDAY INN AIRPORT	AIRPORT	5	45 minutes	Irmak Kurtuluş	[illegible]	175.-€
7	MÖVENPICK HOTEL	LEVENT	5	15 minutes	Pinar Uygur	[illegible]	210.-€ - 405.-€
8	POINT HOTEL BARBAROS	BEŞIKTAŞ	5	10 minutes	Irem Işık	[illegible]	295.-€ - 545.-€
9	RADISSON BLU AIRPORT	AIRPORT	5	45 minutes	Meltem Aydın	[illegible]	105.-€ - 315.-€
10	RADISSON BLU BOSPHORUS	BEŞIKTAŞ	5	10 minutes	Ceren Can	[illegible]	375.-€ - 1025.-€
11	SHERATON MASLAK	LEVENT	5	15 minutes	Semra Başvendi	[illegible]	200.-€ - 310.-€
12	W HOTEL	BEŞIKTAŞ	5	10 minutes	Buse Seyit	[illegible]	290.-€ - 580.-€
13	DIVAN CITY	ŞIŞLI	4+	10 minutes	Figen Yaşakçı Özkır	[illegible]	[illegible].-€ - 250.-€
14	ERESIN TAKIM HOTEL	TAKSIM	4+	5 minutes	Nagie Akcan	[illegible]	232.-€ - 325.-€
15	GEZI BOSPHORUS	TAKSIM	4+	5 minutes	Şeyguli Yıldız	[illegible]	280.-€ - 2500.-€
16	HOLIDAY INN ŞIŞLI	ŞIŞLI	4+	10 minutes	Yasemin Soral	[illegible]	132.-€
17	LARES PARK	TAKSIM	4+	5 minutes	Ela Özgençak	[illegible]	120.-€ - 580.-€
18	MARMARA PERA	TAKSIM	4+	10 minutes	Cemin Yalgu	[illegible]	232.-€ - 602.-€
19	MID TOWN HOTEL	TAKSIM	4+	5 minutes	Irfan Mirioğlu	[illegible]	250.-€ - 400.-€
20	NOV OTEL	AIRPORT	4+	45 minutes	Pelin Çiftçi	[illegible]	188.-€ - 370.-€
21	PALAZZO DONIZETTI	TAKSIM	4+	10 minutes	Birgak Kızıltan	[illegible]	190.-€ - 300.-€
22	PARK HYATT	MAÇKA	4+	5 minutes	Aygen Erol	[illegible]	450.-€ - 850.-€
23	PARKSA HILTON	MAÇKA	4+	5 minutes	Serkan Yalçınkaya	[illegible]	pls contact the hotel
24	PERA PALACE HOTEL	TAKSIM	4+	10 minutes	Banuçiçek Kotaman	[illegible]	380.-€ - 2530.-€
25	TAKSIM GÜNEN	TAKSIM	4+	5 minutes	Fatma Seyhun	[illegible]	134.-€
26	ALKOÇLAR KEBAN	TAKSIM	4	5 minutes	Serdar Çeker	[illegible]	158.-€ - 209.-€
27	CARTOON HOTEL	TAKSIM	4	5 minutes	Ozan Sogüem	[illegible]	84.-€ - 181.-€
28	CENTRAL PALACE	TAKSIM	4	5 minutes	Hakan Delkuran	[illegible]	185.-€ - 602.-€
29	CRYSTAL HOTEL	TAKSIM	4	5 minutes	Elmas Dem	[illegible]	112.-€ - 188.-€
30	ETERNO HOTEL	TAKSIM	4	5 minutes	Yunus Çärrâşı	[illegible]	133.-€ - 183.-€
31	GERMIR PALAS	TAKSIM	4	5 minutes	Cavit Cakır	[illegible]	102.-€
32	GOLDEN AGE 1	TAKSIM	4	5 minutes	Nevin Koç	[illegible]	104.-€
33	GOLDEN AGE 2	TAKSIM	4	5 minutes	Esra Kemikiz	[illegible]	93.-€ - 204.-€
34	GOLDEN PARK	TAKSIM	4	5 minutes	Diler Erdogan	[illegible]	143.-€
35	GRAND ÖZTANIK	TAKSIM	4	5 minutes	Metin Tarlacı	[illegible]	143.-€
36	GRAND STAR	TAKSIM	4	5 minutes	Elif Tarer	[illegible]	84.-€ - 98.-€
37	GREEN PARK TAKSIM	TAKSIM	4	5 minutes	Yasemin Cengaver	[illegible]	130.-€
38	LION	TAKSIM	4	5 minutes	Nevin Koç	[illegible]	104.-€
39	MARMARA ŞIŞLI	ŞIŞLI	4	10 minutes	Hanzade Şen	[illegible]	135.-€
40	MIA PERA	TAKSIM	4	10 minutes	İsmet Örnek	[illegible]	195.-€ - 258.-€
41	PARK CITY HOTEL	TAKSIM	4	5 minutes	Korkmaz Büyüncaşik	[illegible]	158.-€
42	SOFA HOTEL	NIŞANTAŞI	4	5 minutes	Ceyda Nuyan	[illegible]	292.-€ - 312.-€
43	SV BOUTIQUE	TAKSIM	4	5 minutes	Burak Akyıldız	[illegible]	132.-€ - 255.-€

* Please use the key word "UN-LDC 4 and MFA" to benefit from the special rates.
* The prices include breakfast.
* 8% VAT will be added to the total price.
* The distances to the Congress Center are estimated for normal traffic circumstances.
* For further questions regarding accomodation, please contact: melahat@zedhosting.net and tanse@zedhosting.net

Annex II

Maps

Map of Istanbul

Map of Congress Valley

Map of the Conference complex

Annex III

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

APPLICATION FOR CONFERENCE PASS FOR MEMBERS OF DELEGATIONS TO THE FOURTH UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED COUNTRIES

9-13 MAY 2011, ISTANBUL, TURKEY

_____ requests the U.N. Protocol and Liaison Service
Permanent/Observer Mission - Observer Office - Specialized Agency

to issue a conference pass to : (Name) _____

in the capacity of : **Head of Del.** ( ) **Delegate** ( ) **Spouse** ( ) **Interpreter** ( )

Date of arrival in Istanbul : (d/m/y) _____

Date of departure from Istanbul: (d/m/y) _____

Functional title in the sending State: _____

SIGNATURE : _____

NAME (please type/print) _____
Head of Chancery/Administrative Officer

PERMANENT MISSION/ EMBASSY: _____

DATE : _____

_____
OFFICIAL SEAL

FOR PROTOCOL USE ONLY

Signature _____
(Approving Officer)

Code:	**VIP/wo__**	**VIP/w __**	**D-HD __**	**D __**	**O-HD __**	**O __**

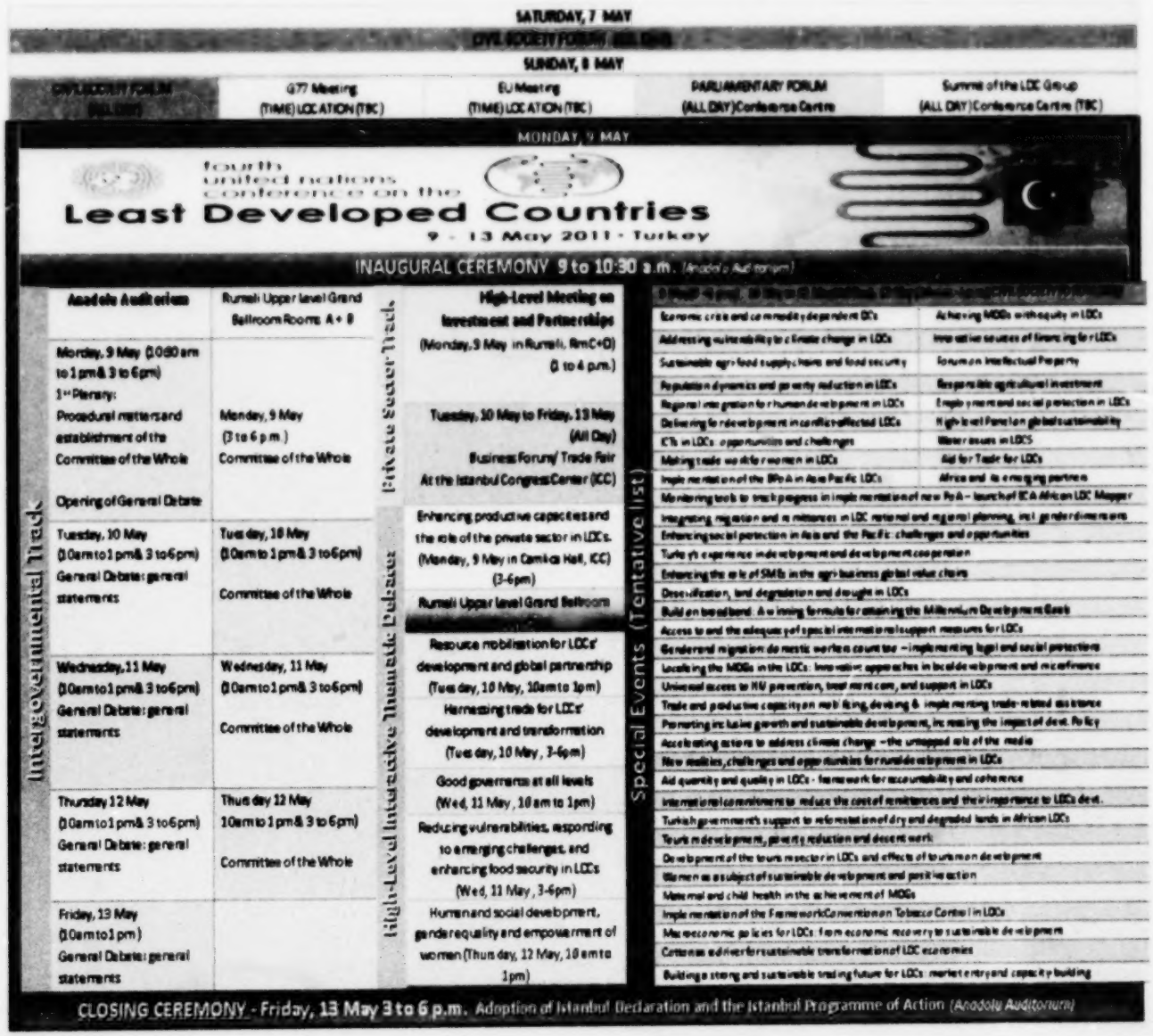
Annex IV

United Nations Nations Unies

Reservation form for booking a booth for bilateral meetings
United Nations Fourth Conference on the Least Developed Countries
at the Lutfi Kirdar Centre, Istanbul, Turkey
9-13 May 2011

Mission:	
Contact person:	
Hotel and room number:	
Hotel room phone number:	
E-mail address:	

Date of meeting	Time		Meeting with delegation of:	Level
	From	To		


SATURDAY, 7 MAY
CIVIL SOCIETY FORUM
SUNDAY, 8 MAY
CIVIL SOCIETY FORUM (ALL DAY)
G77 Meeting (TIME) LOCATION (TBC)
EU Meeting (TIME) LOCATION (TBC)
PARLIAMENTARY FORUM (ALL DAY) Conference Centre
Summit of the LDC Group (ALL DAY) Conference Centre (TBC)
MONDAY, 9 MAY
fourth united nations conference on the
Least Developed Countries
9 - 13 May 2011 · Turkey
INAUGURAL CEREMONY 9 to 10:30 a.m. (Anadolu Auditorium)
Intergovernmental Track
Anadolu Auditorium
Rumeli Upper Level Grand Ballroom Rooms A + B
Monday, 9 May (10:30 am to 1 pm & 3 to 6 pm)
1st Plenary:
Procedural matters and establishment of the Committee of the Whole
Opening of General Debate
Monday, 9 May (3 to 6 p.m.)
Committee of the Whole
Tuesday, 10 May (10am to 1 pm & 3 to 6 pm)
General Debate: general statements
Tuesday, 10 May (10am to 1 pm & 3 to 6 pm)
Committee of the Whole
Wednesday, 11 May (10am to 1 pm & 3 to 6 pm)
General Debate: general statements
Wednesday, 11 May (10am to 1 pm & 3 to 6 pm)
Committee of the Whole
Thursday 12 May (10am to 1 pm & 3 to 6 pm)
General Debate: general statements
Thursday 12 May 10am to 1 pm & 3 to 6 pm)
Committee of the Whole
Friday, 13 May (10am to 1 pm)
General Debate: general statements
Private Sector Track
High-Level Meeting on Investment and Partnerships
(Monday, 9 May in Rumeli, RmC+D) (3 to 4 p.m.)
Tuesday, 10 May to Friday, 13 May (All Day)
Business Forum/ Trade Fair
At the Istanbul Congress Center (ICC)
High-Level Interactive Thematic Debates
Enhancing productive capacities and the role of the private sector in LDCs.
(Monday, 9 May in Camlica Hall, ICC) (3-6pm)
Rumeli Upper Level Grand Ballroom
Resource mobilization for LDCs' development and global partnership (Tuesday, 10 May, 10am to 1pm)
Harnessing trade for LDCs' development and transformation (Tuesday, 10 May, 3-6pm)
Good governance at all levels (Wed, 11 May, 10 am to 1pm)
Reducing vulnerabilities, responding to emerging challenges and enhancing food security in LDCs (Wed, 11 May, 3-6pm)
Human and social development, gender equality and empowerment of women (Thursday, 12 May, 10 am to 1pm)
Special Events (Tentative list)
Economic crisis and commodity dependent LDCs
Achieving MDGs with equity in LDCs
Addressing vulnerability to climate change in LDCs
Innovative sources of financing for LDCs
Sustainable agri-food supply chains and food security
Forum on Intellectual Property
Population dynamics and poverty reduction in LDCs
Responsible agricultural investment
Regional integration for human development in LDCs
Employment and social protection in LDCs
Delivering for development in conflict-affected LDCs
High-level Panel on global sustainability
ICTs in LDCs: opportunities and challenges
Water issues in LDCS
Making trade work for women in LDCs
Aid for Trade for LDCs
Implementation of the BPoA in Asia Pacific LDCs
Africa and its emerging partners
Monitoring tools to track progress in implementation of new PoA – launch of ECA African LDC Mapper
Integrating migration and remittances in LDC national and regional planning, incl. gender dimensions
Enhancing social protection in Asia and the Pacific: challenges and opportunities
Turkish experience in development and development cooperation
Enhancing the role of SMEs in the agro-business global value chains
Desertification, land degradation and drought in LDCs
Build on broadband: A winning formula for attaining the Millennium Development Goals
Access to and the adequacy of special international support measures for LDCs
Gender and migration domestic workers count too – implementing legal and social protections
Localizing the MDGs in the LDCs: Innovative approaches in local development and microfinance
Universal access to HIV prevention, treatment care, and support in LDCs
Trade and productive capacity on mobilizing, devising & implementing trade-related assistance
Promoting inclusive growth and sustainable development, increasing the impact of devt. Policy
Accelerating actions to address climate change – the untapped role of the media
New realities, challenges and opportunities for rural development in LDCs
Aid quantity and quality in LDCs - framework for accountability and coherence
International commitments to reduce the cost of remittances and their importance to LDCs devt.
Turkish government's support to reforestation of dry and degraded lands in African LDCs
Tourism development, poverty reduction and decent work
Development of the tourism sector in LDCs and effects of tourism on development
Women as a subject of sustainable development and positive action
Maternal and child health in the achievement of MDGs
Implementation of the Framework Convention on Tobacco Control in LDCs
Macroeconomic policies for LDCs: from economic recovery to sustainable development
Centennial address for sustainable transformation of LDC economies
Building a strong and sustainable trading future for LDCs: market entry and capacity building
CLOSING CEREMONY - Friday, 13 May 3 to 6 p.m. Adoption of Istanbul Declaration and the Istanbul Programme of Action (Anadolu Auditorium)